

LIBRARY TECHNICIAN SUBSTITUTE

DEFINITION:

Under general supervision to perform non-professional library work of a varied nature in the county branch libraries and Library Headquarters, and varied clerical duties when regular branch personnel are absent due to illness, vacation, or other leave.

CLASS CHARACTERISTICS:

The Library Technician Substitute is distinguished from the Library Technician series in that Substitutes replace regular Library Technician staff during their absences due to illness, vacation or other leave. Substitutes are expected to respond regularly to library branch calls on very short notice, and cover work schedules, which include morning, afternoon, evening and Saturday and Sunday work.

EXAMPLES OF DUTIES:

Works with the public; charges and discharges books, periodicals, pamphlets, documents and other library materials; registers library customers on the automated circulation system; answers routine questions and assists borrowers in the use of library facilities and resources; takes requests for library materials; collects and accounts for fines; explains the services of the library to individuals; processes books, newspapers, periodicals, pamphlets and documents; types orders and keep records on library usage; may supervise the work of volunteers; shelves library materials; and operates office machines and audio-visual equipment.

MINIMUM QUALIFICATIONS:

General Knowledge of:

- Alphabetical and numerical filing.
- Mathematics.
- Literature and reference materials.

Skills and Abilities to:

- Shelf books using Dewey Decimal Classification Systems.
- Learn and use automated systems.
- Learn library practices and operations.
- Learn general contents of library materials.
- Maintain simple records of library usage such as number of customers, circulation, volume and fines levied and collected, using an automated system.
- Follow written and oral directions.
- Ease in communications and interpersonal relations with public/staff.
- Collect library fines and make change.

EDUCATION/EXPERIENCE:

Education, training and/or experience, which would provide the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: high school library use; paid or volunteer work in a school, church or community library; experience working with the public; completed coursework in library use and techniques or other clerical experience or training. A high school diploma or equivalent is highly desirable.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required, at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Physical Requirement:

Lifting boxes of books weighing up to 50 pounds; push book carts weighing up to 200 pounds; and lifting bags of film weighing up to 50 pounds. May be required to stand for long periods of time.

Working Conditions:

Library Substitutes work irregular hours as needed. Working hours and days are unpredictable. Position requires evening and Saturday and Sunday work. Incumbents may work on an on-call basis at various locations.

Notes:

All positions are part-time, intermittent, temporary in nature, and receive no benefits

Verification of a Bilingual Certificate will be necessary for those positions requiring bilingual skills.